

भारत सरकार  
जल शक्ति मंत्रालय  
जल संसाधन नदी विकास एवं गंगा संरक्षण  
विभाग  
केंद्रीय जल आयोग  
ओ&एम सेक्शन



Government of India  
Ministry of Jal Shakti  
Dept. of Water Resources, RD &  
GR  
Central Water Commission  
O&M Section

**Subject : Draft proposal of Standard Operating Procedure(SOP) for Channel of Submission and Level of Final Disposal of Cases in Respect of Work Handled by all Establishment of the HRM Wing , CWC**

As decided in the Quarterly review meeting, chaired by CE(HRM) on 28.01.2023, a draft Standard Operating Procedure (SOP) for Channel of Submission and level of final disposal of cases in respect of work handled by all Establishment sections of the HRM Wing, CWC, has been drafted and a copy of the same is enclosed.

All Establishments sections of HRM Wing are requested to peruse the document and if there is any discrepancy/omission/addition required in the list, intimation to this effect may be submitted through Divisional Head to this section within 15 days from the date of issue of this O.M. If no request/representation is received within the stipulated period, it will be presumed that there is nothing to mention in this regard and document will be finalized accordingly.

Encl : As above

Digitally Signed by Ajay  
Malik  
Date: 09-03-2023 15:04:54  
(Ajay Malik) Approved  
Under Secretary

To:-

1. Secretary, CWC.
2. Director, Admin /E-1/E-2/E-3, CWC.
3. All Under Secretaries, CWC
4. All section Officers, CWC

Copy for information:-

PS to CE (HRM), CWC, New Delhi.



**CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF CASES IN RESPECT OF  
WORK HANDLED UNDER HRM WING,CWC.**

SN	Type of Cases	Channel of Submission	Level of Disposal
1.	Identity certificate for passport	ASO/SO → US → Secretary/Director	CE (HRM)
2.	NOC for Passport & foreign visits (Gr- A & B)	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman
3.	NOC for Passport & foreign visits (Gr- C)	ASO/SO → US → Secretary/Director	CE (HRM)
4.	Forwarding of Cadre Clearance	ASO/SO → US	Secretary/Director
5.	Forwarding of application for deputation (Gr-A & B)	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman
6.	Forwarding of application for deputation (Gr-C)	ASO/SO → US → Secretary/Director	CE(HRM)
7.	Promotions (Gr A, B & C)	ASO/SO → US → Secretary/Director → CE(HRM)	Appointing Authority as prescribed in CCS (CCA) Rules
8.	NFU proposals	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman
9.	Additional charge (Gr-A)	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman
10.	Circulation of longest Stayee list (Gr-A)	ASO/SO → US → Secretary/Director	CE (HRM)
11.	Circulation of longest Stayee list (Gr-B & C)	ASO/SO → US	Secretary/Director
12.	Monitoring & disposal of Grievances	ASO/SO → US	Grievance Officer
13.	Disposal of RTI requests	ASO/SO	CPIO
14.	Disposal of RTI Appeals	ASO/SO → US	Appellate Authority
15.	GPF advance/GPF Withdrawal	ASO/SO	US
16.	Extension of time for	ASO/SO → US →	CE(HRM)

	shifting of family	Secretary/Director	
17.	Transfer/ Posting (Gr-A)	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman
18.	Transfer/ Posting (Gr-B)	ASO/ SO → US → Secretary/Director → CE(HRM)	Member/Chairman
19.	Transfer/ Posting (Gr-C)	ASO/SO → US → Secretary/Director	CE(HRM)/Member
20.	Finalization of Seniority list (Gr-A)	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman
21.	Finalization of Seniority list (Gr-B)	ASO/SO → US → Secretary/Director	CE, HRM
22.	Finalization of Seniority list (Gr-C)	ASO/SO → US	Secretary/Director
23.	Pay fixations	ASO/SO	US
24.	Reply to VIP	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman
25.	Change of nominations/ family details/ Education qualification	ASO/SO	US
26.	Formulation and Amendment in recruitment rules	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman
27.	Intimation /Permissions for transactions in moveable/ Immovable under CCS rules	ASO/SO → US	Chairman/CE(HRM)/ Secretary/Director
28.	Nominations of CWC officers for Departmental Examinations.	ASO/SO → US → Secretary/Director	CE,HRM
29.	Nominations of CWC officers for Outside Training Program	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman
30.	Disciplinary/Vigilance action- Initiation/ Finalization	ASO/SO → US → Secretary/Director → CE(HRM)	Authority as prescribed in CCS(CCA) Rules
31.	Conduct of Departmental	ASO/SO → US →	CE,HRM

	Examination	Secretary/Director	
32.	Acceptance of Resignation/ Voluntary retirement	ASO/SO → US → Secretary/Director → CE(HRM)	Appointing Authority as prescribed in CCS(CCA) Rules
33.	Matters related to National Commission for SC/ST/OBC	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman,
34.	MACP	ASO/SO → US → Secretary/Director	CE (HRM)
35.	Parliamentary Questions/ Parliamentary Assurances/ Matters under 377	ASO/SO → US → Secretary/Director	CE(HRM)-if no policy issue involved. Otherwise Chairman
36.	Reporting of vacancies to SSC/ UPSC	ASO/SO → US → Secretary/Director	CE (HRM)
37.	Clearance of Probation	ASO/SO → US → Secretary/Director	Appointing Authority as prescribed in CCS(CCA) Rules
38.	Maintenance of Service books/ Service records	ASO/SO	Section Officer
39.	Periodical Review of CWES (Gr- A&B) under FR-56 J	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman
40.	Compassionate Appointment	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman
41.	Delegation of Power	ASO/SO → US → Secretary/Director → CE(HRM)	DoWR,RD&GR
42.	Submission of periodical Returns	ASO/SO	US
43.	Obtaining of NOC from Surplus Cell	ASO/SO	US
44.	Payment of Fee to Advocates	ASO/SO → US → Secretary/Director	CE (HRM)
45.	Settlement of Medical claims/ Permissions etc	ASO/SO	Authorities as prescribed in CWC OM No.4/2/2014-O&M dt 21.3.2017, as amended from time to time
46.	Re-organization of Field and HQ units of CWC	ASO/SO/Ad.II → US/DD → Secretary /Director → CE HRM	Chairman
47.	Cadre Review proposals	ASO/SO/Ad.II → US/DD → Secretary /Director →	Chairman

		CE HRM	
48.	Conversion of Temporary posts to Permanent posts	ASO/SO/Ad.II →US/DD →Secretary /Director	CE, HRM
49.	Revival/creation of posts	ASO/SO/Ad.II →US/DD →Secretary /Director→ CE HRM→ Chairman	DoWR, RD & GR
50.	Re-distribution of sanctioned strength of various posts in CWC-HQ & Field	ASO/SO/Ad.II →US/DD →Secretary /Director→ CE HRM	Chairman
51.	Monthly reports on e-Samiksha/ATR	ASO/SO/Ad.II →US/DD →Secretary /Director	CE, HRM
52.	Appointment of Authorized Medical Attendants	ASO/SO→US → Secretary/Director	CE (HRM)
53.	Processing of bills for tea/coffee served in official meeting by CWC Dpt Canteen.	ASO/SO→US → Secretary/Director	CE (HRM)
54.	HBA Advance	ASO/SO→US → Secretary/Director	CE (HRM)
55.	Imposition of financial penalty for Subletting of Government Accommodation	ASO/SO→US → Secretary/Director	CE (HRM)
56.	Processing of routine pension cases/revision cases	ASO/SO →US	Head of Office
57.	Family Pension Cases	ASO/SO→US	Secretary/Director
58.	Engagement of consultant	ASO/SO→US → Secretary/Director → CE(HRM→Chairman	DoWR, RD & GR
59.	Reservation rosters	ASO/SO →US	Secretary/Director
60.	Manpower for election related matters	ASO/SO → US→Secretary/Dir	CE(HRM)
61.	Observation of special days-viz Sadbhawana Diwas, Anti-Terrorism	ASO/SO→US → Secretary/Director	CE(HRM)

	day etc		
62.	Monitoring of Court Cases on LIMBS	ASO/SO → US	Secretary/Director
63.	Grant of Honorarium to the employees of CWC	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman
64.	Intimation of DR vacancies to SSC/UPSC	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman- for Gr-A & B CE(HRM)-for Gr-C
65.	Release of increment/ pay fixations(routine)/payment of leave encashment/CGEGIS/LTC advance/Tuition fee/Hostel subsidy	ASO/SO	US
66.	Allocation- B& RE (D&A) Non-Schemes	ASO/SO → US → Secretary/Director	CE (HRM)
67.	Progressive Expenditure (D&A) Non-Schemes	ASO/SO → US → Secretary/Director	CE (HRM)
68.	Modification (D&A) Non-Schemes	ASO/SO → US	Secretary/Director
69.	Intra Govt. Authorization	ASO/SO → US	Secretary/Director
70.	DDG	ASO/SO → US → Secretary/Director	CE (HRM)
71.	Allocation - Loan And Advance	ASO/SO → US → Secretary/Director	CE (HRM)
72.	Monthly Expenditure Statement	ASO/SO → US	Secretary/Director
73.	Reply to Audit Paras	ASO/SO → US → Secretary/Dir	CE(HRM)
74.	Distribution of BE/RE – NHP, IWRD,FMBAP,R&D,D RIP, DWRIS Schemes	ASO/SO → US	US
75.	LOC	ASO/SO → US	PAO
76.	Issue of vigilance clearance/ Integrity certificate	ASO/SO → US	Vigilance Officer
77.	Forwarding of APAR/Grading for DPC/	ASO/SO	US

	MACP/ Deputation/ Confirmation		
78.	Preparation of Reply/ Counter affidavits in court cases and forwarding thereof to DoWR/ DoLA	ASO/SO → US → Secretary/Dir	CE(HRM)
79.	Disposal of Representation against adverse entries in APARs	ASO/SO → US → Secretary/Dir	Next level officer of Reviewing Authority
80.	Commission Meeting	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman
81.	Finalization of Annual Report of CWC	ASO/SO → US/DD → Secretary/Director → CE(HRM)	Chairman
82.	Celebration of Vigilance Awareness Week	ASO/SO → US → Vig. Officer	CE(HRM)
83.	Initiation of Vigilance/ Disciplinary proceedings	ASO/SO → US → Secretary/Director → CE(HRM)	As defined in CCS(CCA) Rules
84.	Preparation of Agreed list	ASO/SO → US → Vig. Officer → CE(HRM)	Chairman
85.	Inter Circle transfer of Work Charged officials	ASO/SO → US → Secretary/Director → CE(HRM)	Chairman
86.	Forwarding of monthly attendance data (AEBAS)	AD-II	DD

NOTE-Notwithstanding the level of disposal indicated above, approval of the competent authority prescribed under any Rules/Instructions issued by the Government of India shall prevail.